

From: [Congdon, Julie](#)
To: [Melde, Vivian](#)
Subject: RE: Eastern Michaud Flats EMF/Simplot Open House Support Project Kick-off
Date: Friday, February 20, 2015 11:31:00 AM

Hi, Vivian –

Looking forward to working with you (very glad to have your assistance on this!).

I just left you a message, and while we'll need to catch up on all the items you list below, here is what I would note as the most pressing items of work right now...

1. Set public meeting dates. I have the Shoshone-Bannock Hotel Chief Pocatello Room on hold for March 11. Room capacity for a walk-through flow from 4 pm to 7 pm is up to 75 persons. Room would be set with 4 meeting displays and 6-foot tables and chairs placed around the room. Water service is included with the room. March 12 is also available, but they can only hold one room. Since the Chubbuck City Chambers is not available the week of March 9, I called the Marshall Public Library in Pocatello and they have a meeting room with 50-person capacity. There is no charge for the room. I am awaiting a call from the scheduler to confirm available dates.

I spoke with the team today, and they want to hold with the dates. So, it'll crunch things pretty tight, but we'll try to make it work (and if we need to delay some items, i.e., the fact sheet, we'll figure that out). The time frame for the events will remain the same too, 4pm-7:30pm.

- ★ for the Wed., March 11 date, yes, let's go with the Shoshone-Bannock Hotel Chief Pocatello Room. Can you please confirm that reservation?
- ★ for the Thur., March 12 date, could you please see if either the Pocatello City Hall () or the Pine Ridge Mall (Nicole is the point of contact there: 208-237-7165; it sounds like spaces there for meeting/presentation would be the center court in the mall, the Herberger's entrance court or the Cal Ranch entrance court. From what one of our contacts at IDEQ says, the mall folks, for \$50, they set up chairs, tables and provide electricity too).

For the rooms, we'll need at least 2 tables and maybe 3-4 chairs, and access to electrical outlets.

As soon as we have the locations confirmed, we can then announce it to the public.

I can develop an email message to send out to folks on the email listserv for the site.

It'll be an incredibly quick turnaround to get out a message via snail mail about the events, but I could try to manage that on my side, using a postcard template we have in-house, and we can mail it out to zip codes close to the site(s).

Please let me know what you think and if you have any questions.

Cheers – Julie

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From: Melde, Vivian [mailto:VMelde@ene.com]
Sent: Thursday, February 19, 2015 12:04 PM
To: Congdon, Julie; Morrison, Kay
Cc: Fowlow, Jeffrey; Shivjiani, Dhroov
Subject: Eastern Michaud Flats EMF/Simplot Open House Support Project Kick-off
Importance: High

Hello Julie and Kay, I would like to schedule a time to discuss the project and scope of work this week, if possible, so I can begin working the logistics and planning for meeting deadlines for deliverables, etc. The meeting dates are paramount for planning. Below is a list of priorities that I feel should be decided and completed this week; particularly if we are still looking at a March 11 first meeting.

1. Set public meeting dates. I have the Shoshone-Bannock Hotel Chief Pocatello Room on hold for March 11. Room capacity for a walk-through flow from 4 pm to 7 pm is up to 75 persons. Room would be set with 4 meeting displays and 6-foot tables and chairs placed around the room. Water service is included with the room. March 12 is also available, but they can only hold one room. Since the Chubbuck City Chambers is not available the week of March 9, I called the Marshall Public Library in Pocatello and they have a meeting room with 50-person capacity. There is no charge for the room. I am awaiting a call from the scheduler to confirm available dates.
2. We should discuss the scope and project estimate and determine whether the printed materials, displays, fact sheet are the products that you want. I envision the fact sheet as your main meeting notice, so that must be the first deliverable to complete in time to mail in advance of the first meeting. The fact sheet can provide general project information; however, I see the public open house as the place where the public gains the detailed project information, which the large format displays will illustrate. The subject matter experts and technical staff will be there to respond to questions and either present information in a PowerPoint or the meeting handout could supplement the detailed information presented in the displays.
3. Based on the final meeting dates, I will provide you with a table of action items that will indicate dates the draft deliverables are due, dates for review, and dates for the final deliverable. Given the anticipated mid-March timeframe, the turnaround times will be minimal in order to successfully achieve the meeting dates. Keep in mind, I'm also working with a graphics team that will need time to format these deliverables.
4. Regarding the deliverable products, do you want to keep the same banner for the fact sheet as the IRODA fact sheet, maintaining the same look and feel?
5. Can you provide or point me to where I can look at the previous displays used for the past public meetings, if any?
6. What is your thought on meeting handout or takeaway? Do you want to provide something for the public to take home?

I am available all day today and will be out of the office from 9:30 until noon on Friday this week. I would like to propose a kickoff meeting any time today, Friday morning at 9 am, or after 2 pm Pacific Time, 1 pm Alaska Time. Cheers,

Vivian Melde

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